
A G E N D A

Special Council South Stormont Town Hall Tuesday, February 5, 2019 5:30 P.M.

Call to Order

Confirmation of Agenda

Disclosure of Pecuniary Interest

Approval of Minutes

Delegations

- Gary Walker, Perry Group Consulting
- Information Technology Master Plan
 - RFQ No. 19-2018 IT Managed Services

Staff Reports

- Administration and Corporate Services
- Members Use of Mobile Device
 - Review of Procedural By-law

Discussion of Additional Items

Unfinished Business

Closed Meeting

- Personal Matters About an Identifiable Individual
Specifically: Employee(s)

Adjournment by Resolution

Administration and Corporate Services

Action Request

February 5, 2019



Recommendation:

That the use of municipally provided cell phone access be approved for members of Council via one of the following options:

- purchased phone; or
- portal app on existing personal phone, at an approximate annual cost of \$3,000.

Executive Summary:

Mobile phone use is an effective and economical form of communication for members of Council and Township staff for municipal related purposes. This report provides two options for Council's consideration to improve communication and organization.

Background:

An increasing need to communicate with members of Council in a timely and secure fashion implies the need for mobile phone use.

Township records, which include staff and Council emails, photos and text messages are the property and responsibility of the municipality. These records must be handled pursuant to the Township's Records Management Program and therefore it is prudent for members of Council to have access to Township affiliated mobile communication.

Recently, the Township has moved to a Microsoft Office 365 environment and the suite includes a mobile device management component. This allows Township IT the ability to manage mobile phones, including security and access, remotely.

It is our intention to implement measures to ensure both staff and Council member use of mobile devices is secure, consistent and fair.

The need for communication and scheduling of meetings with members of Council has been identified as priority and as such, is presented as the first phase. Solutions for existing and future staff options with the relative policy will be presented in coming weeks.

Options:

<p>Option No. 1 Council members keep their current phone and number, and a portal app will be installed to access Township email, messaging and calendar, etc. Approximately compensation in the amount of \$30-\$75 per month would apply.</p>	<p>Option No. 2 Council members provided a new Township phone on the Township's corporate plan. The phones will be owned and used for Township-related business only with a new phone number. Phone options are suggested to be either iPhone 8 or Samsung S9.</p>
<p>Pros</p> <ul style="list-style-type: none"> • Lower short-term costs for the Township (just the monthly compensation) • Council member uses a device they are already familiar with (if compatible) • Council member can use one device for both Township business and personal use 	<ul style="list-style-type: none"> • Much better from a security perspective, as entire phone can be locked down. • Better from an IT support perspective, as selection would be limited to two phone models. • Council members get new device • Council members will have separate Township and personal phone numbers
<p>Cons</p> <ul style="list-style-type: none"> • Council member may need to change their plan if they don't already have suitable amount of data • Council member may need to upgrade personal device depending on compatibility. • Potential increased risk of malware infection, data loss, security breach • Potential to be problematic for IT support if varying types of phones are in use. • Council members personal phone numbers will be used for Township business. 	<ul style="list-style-type: none"> • Inconvenient for Council members – they would need to carry 2 phones. • More up-front costs for the Township.

Policy Considerations	
<ul style="list-style-type: none"> • It will be the responsibility of the user to ensure their personal mobile device plan is appropriate. Compensation by the Township will be an agreed amount. • A Township “portal” app will be downloaded and installed on the Council member’s phone. The Council member will access any Township resources (examples: Outlook for email and calendar, Teams for instant messaging) through this portal app. This provides a virtual “barrier” between the Township apps and personal apps on the device. It also provides Township IT the ability to remotely wipe any Township-related data from the device in the event the device is lost or stolen. The Council member must agree to only use the apps located in this portal when conducting Township business. • Township IT will not have remote access to or control over any personal data stored on the Council member’s phone. This includes any data associated with apps that are not in the Portal. For this reason, if the phone is lost or stolen, Township IT will be unable to remotely wipe any personal data on the device. • The Council member retains ownership over their Apple ID or Google account. No support will be provided by the Township for these accounts (cloud backups, configuration, etc.). • It is the responsibility of the Council member to inform Township IT as soon as possible if a phone is lost or stolen. 	<ul style="list-style-type: none"> • A device, phone number and phone plan (voice and data) will be provided to the Council member. • The device and phone plan are only to be used for Township-related business. • Township IT will have full control over the device, with the ability to remotely wipe the device in the event it is lost or stolen. • Phone usage may be monitored by the Township, especially if overage charges are incurred. The Township has the ability to see incoming and outgoing phone calls and text messages (numbers, dates, times) on the monthly invoice. • It is the responsibility of the Council member to inform Township IT as soon as possible if a phone is lost or stolen. • The Apple ID or Google account used to manage the phone will be owned and configured by the Township.

Financial Impact:

Option No. 1	Option No. 2
Estimated Cost to Township (4-year term)	
5 members * \$30-\$75 per month for 48 months = \$7,200 - \$18,000 * should this option be selected a thorough review of rates would be undertaken and exact compensation determined *	a. Purchase phone outright at \$1,050 + \$50 per month for 48 months * 5 members of Council = \$17,250 b. Purchase on 3-year contract \$330 - \$450 + \$50 per month for 48 months = \$18,240 - \$24,000
Estimated Cost to Township (1 year - 2019 Budget)	
<i>5 Members of Council</i> \$1,800 - \$4,500	<i>5 Members of Council</i> a. \$8,250 b. \$4,500 - \$6,000

Others Consulted:

Optimus Tech
Business Systems/ Records Management Coordinator
Director of Finance/Treasurer

Recommended By:

Loriann Harbers, CMO
Director of Corporate Services/Clerk

Reviewed & Approved By:

Debi LucasSwitzer
CAO

Administration and Corporate Services MEMORANDUM

February 1, 2019



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Re: DRAFT Procedural By-law

A draft report summarizing suggested Procedural By-law updates follows. As part of the Committee of the Whole Meeting on February 5, 2019, a review will take place and if appropriate the new By-law be adopted on February 20, 2019.

EXECUTIVE SUMMARY:

The current Procedural By-law was passed on May 13, 2015 and derived primarily from the United Counties of SDG who undertook a comprehensive review with an ad-hoc committee in 2014. In 2015, South Stormont conducted a further review and the by-law was tailored to fit South Stormont and lower tier requirements.

This report provides information on a number of amendments made by Bill 68, the Modernizing Ontario's Municipal Legislation Act, 2017, and the subsequent necessary revisions to the Township's Procedural By-law and relative policies. As part of the review, staff have compiled additional items that Council may wish to consider.

BACKGROUND:

The Municipal Act, 2001 (Act), the Municipal Conflict of Interest Act, 1990 (MCIA) and the Municipal Elections Act, 1996 (MEA) provide much of the foundation for governance and authority for municipalities in Ontario, including South Stormont. Together, these statutes establish the framework for matters such as powers, responsibilities and duties of Municipal Councils, decision-making processes, accountability and transparency, municipal finance, municipal elections, and conflict-of interest rules for Members of Council and members of local boards.

Bill 68, which received Royal Assent on May 30, 2017 made approximately 43 pages of amendments to the Municipal Act, 2001, the MCIA and the MEA, as well as approximately 12 other pieces of legislation. These changes relate to the general themes of accountability and transparency, municipal financial sustainability and responsible and flexible municipal government. It is important to note

that the changes came into force in phases, with some provisions coming into force on Royal Assent (May 30, 2017) and other changes came into force on proclaimed dates of January 1, 2018 and March 1, 2019.

DISCUSSION AND ANALYSIS:

The following items capture some of the significant new or amended provisions as a result of Bill 68.

1. Retention and Preservation of Records of the Municipality

Ref: Subsection 29 (1) of Bill 68, Sched. 1 amends the Municipal Act, 2001 by striking out and substituting new wording in Subsection 255 (3) of the Municipal Act, 2001

[Effective: Royal Assent May 30, 2017](#)

Prior to Bill 68, Section 255 of the Municipal Act, 2001 provided that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved. Under Bill 68, a municipality no longer requires approval from the municipal auditor in order to establish such retention periods. Corporate Services is responsible for implementing the Corporate Records Management Program and will be presenting to Council an updated Corporate Retention Schedule for consideration and adoption in 2019.

2. Vacant Seat Exception - Pregnancy and Parental Leave for Members of Council

Ref: Section 30 of Bill 68, Sched. 1 amends the Municipal Act, 2001 by adding a new clause in Subsection 259(1.1)

[Effective: Royal Assent May 30, 2017](#)

Prior to Bill 68, if a Member of Council was pregnant, gave birth to a child or adopted a child, the member was required to seek and receive a resolution of Council for an extended leave of absence, as would be required for an extended absence for any reason. This extended leave would have been sought under Subsection 259 (1)(c) of the Act which provides that the office of a Member of Council becomes vacant if the member is absent from the meetings of Council for three successive months without being authorized to do so by a resolution of Council. Bill 68 now provides an exception in Subsection 259 (1.1) to the above-noted provision, meaning that no motion is required to grant leave for a Member for 20 consecutive weeks or less if the absence is a result of the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member.

The South Stormont Procedural By-law will be amended to reflect this requirement.

3. Definition of a "Meeting"

Ref: Subsection 25 (1) of Bill 68, Sched. 1 adds a new Subsection 238 (1) to the Municipal Act, 2001

Effective: January 1, 2018

The Act previously defined a meeting as any regular, special or other meeting of a Council, local board or of a committee of either of them. Concerns have been raised repeatedly by Municipal Councils and Clerks that the definition of a meeting set out under the Act was inadequate and open to broad interpretation.

Bill 68 amended the definition of a "meeting" to mean "any regular, special or other meeting of Council, of a local board or of a committee of them, where,

- a) A quorum of members is present; and
- b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee."

The Township's Procedural By-law will be amended to reflect this definition change.

4. Provide Additional Discretionary Open Meeting Exceptions

Ref: Section 26 of Bill 68, Sched. 1 amends Subsection 239(2) of the Municipal Act, 2001 by adding additional clauses (h), (l), (o), (k)

Effective: January 1, 2018

The exceptions for Council to move into a closed session have been expanded to include the following clauses:

- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or Interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

The Township's Procedural By-law requires the Clerk to prepare the Closed Meeting agenda, identifying the subject and qualifying section in accordance with Section 239 of the Act, and therefore no further action is required in this regard.

5. Requirement to Pass Resolution Regarding Meeting

Investigator's Report Ref: Section 27 of Bill 68, Sched. 1 pertains to adding a new Subsection (12) to Section 239.2 of the Municipal Act
[Effective: January 1, 2018](#)

Bill 68 requires that if a municipality or local board receives a report by an appointed Closed Meeting Investigator reporting his or her opinion, and the reasons for it, that a meeting or part of a meeting that was the subject-matter of an investigation by that person appears to have been closed to the public contrary to section 239 of the Act or to the procedural by-law, the municipality shall pass a resolution stating how it intends to address the report.

The South Stormont Procedural By-law will be amended to reflect this requirement.

6. Temporary Replacement - Member of Upper-Tier Council

Ref: Section 31 of Bill 68, Sched. 1 amends the Municipal Act, 2001 by adding a new Section 268
[Effective: January 1, 2018](#)

A local Council may appoint one of its Members as an alternate to act in the place of a Member of the upper tier Council (SDG) who is unable to attend a meeting for any reason. The local Council cannot appoint more than one alternate Member during a term of Council. An alternate appointed by a local Council cannot act as an alternate for the Warden.

The South Stormont Procedural By-law will be amended to reflect this opportunity.

7. Electronic Participation

Ref: Subsection 25 (2) of BUI 68, Sched. 1 adds new Subsections 238 (3.1), (3.2) in Section 238 of Municipal Act, 2001
[Effective: January 1, 2018](#)

A municipality's procedural by-law may provide that a Member of Council, of a local board or of a committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in the by-law - provided that any such member shall not be counted in determining whether or not a quorum of members is present at any point in time. In addition, the provision also includes that the member cannot participate electronically in a meeting which is closed to the public.

Each municipality will need to consider the extent of how or if they will implement this provision. Staff have considered and suggest benefits include reduced travel time and costs, increased frequency of meeting schedule and increased participation. Whereas challenges include start-up costs for technological equipment and resources and effective meeting management.

It is anticipated that in 2019 SDG Clerk's will be considering electronic meeting management options for the future. As such no recommendation in this regard is proposed at this time.

8. Mandatory Codes of Conducts and Integrity Commissioners for Council and Local Boards and Expanded Role for Integrity Commissioners

Ref: Sections 18,19, 20, 21, 22 and 23 of Bill 68, Sched. 1 amends and adds to Sections 223.1 - 223.24 of the Municipal Act, 2001

Effective: [March 1, 2019](#)

Bill 68 requires that municipalities establish codes of conduct for Members of Council as well as for members of local boards. The Ministry of Municipal Affairs has been granted the authority to make regulations setting out one or more subject matters required to be included in a code of conduct.

Ontario Regulation No. 55/19 prescribes subject matters that are required to be included in local codes of conduct, including:

- Gifts, benefits and hospitality.
- Respectful conduct, including conduct toward officers and employees of the municipality or the local board, as the case may be.
- Confidential information.
- Use of property of the municipality or of the local board, as the case may be.

Integrity Commissioners are now mandated to oversee the application of these codes of conduct and the MCIA, to respond to requests from Members of Council and of local boards for advice respecting their

obligations under their respective code of conduct and the MCIA, and to provide educational information to Members of Council, members of local boards, the municipality and the public regarding the municipality's code of conduct and the MCIA.

SDG County began recruitment for an Integrity Commissioner in 2018 with the understanding that should local municipalities be interested; a joint approach would be entertained. Tony Fleming, of Cunningham Swan has been selected for the position. In advance of his appointment, he reviewed the then existing Code of Conduct and recommended revisions based on legislation, case law and best practices.

Based on Mr. Fleming's recommendations, a new Code of Conduct was prepared and passed by By-law No. 2018-050 in June 2018. In October 2018 SDG County appointed Mr. Fleming as the County Integrity Commissioner effective March 1, 2019.

Due to restricted time and a potential conflict of interest situation, South Stormont required an Integrity Commissioner in advance of the March 1 deadline and as such William Hunter was appointed in the interim. The file has since been closed.

Staff intend to bring a report to the February 13, 2019 Committee of the Whole Meeting and subsequently for approval at the February 20, 2019 meeting, recommending Tony Fleming be appointed as South Stormont's Integrity Commissioner (as is consistent with the rest of SDG), with William Hunter as the alternate.

9. Written Statement - re: Declarations of Pecuniary Interest

Ref: Section 4 and 5 of Bill 68, Sched. 3 amends the Municipal Conflict of Interest Act, 1990 to add new Sections 5.1, 5.2, 6.1

[Effective: March 1, 2019](#)

At a meeting which a Member discloses a pecuniary interest, direct or indirect, the Member must file a written statement of the Member's interest and its general nature at the Meeting, or as soon as possible thereafter, with the Clerk of the municipality or secretary of the committee or local board.

Municipalities and local boards must establish and maintain a registry of statements and declarations of interests of Members. The registry shall be made available for public inspection.

The South Stormont Procedural By-law will be amended to reflect this requirement.

10. Council-Municipal Staff Relationship Policy

Ref: Section 32 of Bill 68, Sched. 1 amends the Municipal Act, 2001 by adding a new Subsection 270 (2.1)

Effective: March 1, 2019

Bill 68 will require all municipalities to have a policy on the relationship between Members of Council and the officers and employees of the municipality.

Staff intend to present a Council-Staff Relations Policy for Council's consideration at the February 13, 2019 Committee of the Whole Meeting and for approval at the February 20, 2019 meeting.

11. Housekeeping Matters

Staff are cognizant that the current meeting practices are overall, effective, and understood by Council, Township Staff and the community. The intent of the housekeeping additions and changes are to clarify text, modernize the Procedural By-law to reflect Council's current governing practices.

It also is an opportunity to reorganize the sections of the existing by-law to make it more readable, understandable and accessibility friendly to the general public.

Therefore, staff is not recommending any major deviations to current practices. The housekeeping inclusions only work to further promote Council's commitment to transparency and accountability.

Proposed revisions, identified by Section, include:

1.0 Definitions

Updated and addition of Definitions:

- "Local Board/Board"
- "Materially Advances"
- "Meeting"
- "Public Meeting"

6.0 Committees of Council, Advisory and Ad Hoc Committees

- Clarification of mandate for Committees of Council, Advisory and Ad Hoc Committee.
- Addition of Members of Council attending said meetings.

7.0 Committee of the Whole

- Remove 9:00 AM time of meeting.

8.0 Meetings

- Revise Inaugural meeting date to reflect new 2020 term of Council
- Issue Members Township email address.
- Clarify that meeting agendas service as public notice.
- Clarify process and authority for Recording, Broadcasting and/of Live Streaming of meetings.
- Council may wish to consider alternate regular meeting time(s) or date(s).
- Council may wish to consider months whereby one meeting is scheduled as opposed to two, i.e. one meeting in January.
- Council may wish to consider having public meetings, under the Planning Act or other legislation, become part of the body of the agenda with the understanding that when necessary, an alternate date and time may be permitted.

10.0 Order of Business

- Addition of public meeting in body of agenda.
- Add Presentation with Delegation.
- Rename Consent Agenda to Consent Items.
- Addition of "Consideration of Items Requiring Discussion" to assist with Consent Items process making it clear this is the time to consider items removed from Consent Items.
- Addition of Council Member Report to Committee Report.
- Rename Miscellaneous Business to New Business for clarity.
- Removal of Lord's Prayer.
- Relocation of Ratification By-law to end of meeting to ensure potential items as a result of Closed Session are included.
- Inclusion of location for Special meeting.

17.0 Consent Items

- Identify items to be included, i.e. Committee minutes, activity summaries.
- Clarify process and provision for Members to ask questions freely.

20.0 Committee / Council Member Reports

- Addition of opportunity for Members to report on activities and meetings held outside Committee appointment (in particular allowing the Mayor to update Council).

23.0 New Business

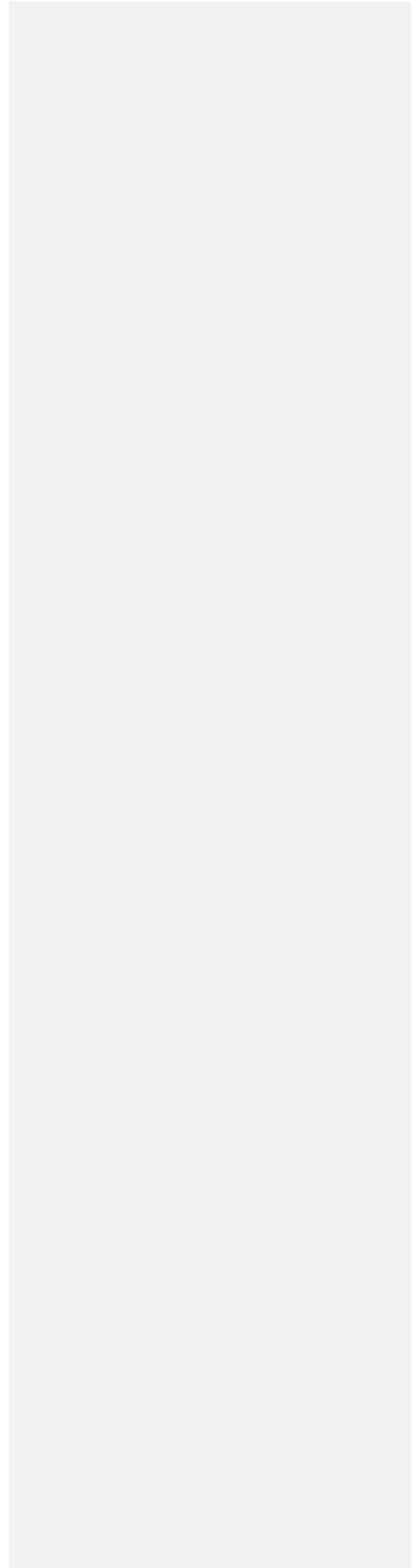
- Clarification and direction provided.

26.0 Correspondence and Other Communication

- Clarify process for Members and staff ensuring Council receives the information while ensuring any personal information etc. is protected; all communication addressed to Council is circulated when it is received. It then becomes part of the Township's record and responded to accordingly.
- Only communication specifically requested to be part of the agenda will be presented and therefrom Council may choose to receive for information or refer to staff.
- Process for receipt of petitions is clarified replacing previous policy, dating 2004.
- Motions requesting support from other municipalities will be circulated to Council, Directors and the CAO as they are received. It is not intended they will be added to the agenda unless a request is made to the Clerk in advance.

The Corporation of the Township of
South Stormont

By-law No. 2019-XXX to
Govern the Proceedings
of Council - DRAFT



THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2018-094

BEING a by-law to govern the Proceedings of Council and its Committees.

WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS the *Municipal Act, S.O. 2001, c. 25* requires municipalities to pass a procedure by-law governing the calling, place and proceedings of Meetings;

AND WHEREAS it is necessary and expedient that there shall be rules governing the order and proceedings of the council and committees of the corporation of the Township of South Stormont;

AND WHEREAS Council desires that its governance processes and procedures facilitate, to the greatest extent possible, the understanding and participation of its citizens in the effective conduct of the corporation's business;

AND WHEREAS Council provided the required notice, in accordance with the *Act* of their intention to enact this by-law;

NOW THEREFORE Council of the Corporation of the Township of South Stormont enacts as follows:

1.0 Definitions

1.1 "Act"
means the *Municipal Act, S.O. 2001, c. 25*.

1.2 "Alternate Member of Council"
means a member appointed to serve as an "alternate member" of County Council when the Member of Municipal Council is unable to attend a meeting for any reason.

Commented [LH1]: Added pursuant to Bill 68 (option).

1.3 "By-law"
means a local law. A by-law is enacted by Council to exercise a power provided by legislation. It is the most formal document used for complex and legal matters providing authority and direction for the Corporation to act on its own affairs.

1.4 "Chief Administrative Officer"

means the Chief Administrative Officer (CAO) of the Corporation of the Township of South Stormont who is duly appointed by By-law.

1.5 "Clerk"

means the Clerk of the Corporation of the Township of South Stormont who is duly appointed by By-law.

1.6 "Closed Meeting"

also known as "In Camera" means a Meeting or part of a Meeting that is closed to the public in accordance with the *Municipal Act, S.O., 2001, s. 239*.

1.7 "Committee"

means any Committee of Council, Advisory, Ad Hoc or other committee, sub-committee, or similar entity of the Corporation of the Township of South Stormont.

1.8 "Committee of the Whole" (COTW)

means the participation of Members of Council of the Corporation of the Township of South Stormont in a Committee Meeting where Members of Council consider questions with greater freedom of debate.

1.9 "Consent Items"

means a component of a Meeting agenda that enables Council to group routine items and motions under one umbrella and is a single item that encompasses all the things Council would normally approve with little comment at a Council Meeting. Consent Items are not discussed before a vote.

1.10 "Council"

means the Council of the Corporation of the Township of South Stormont.

1.11 "Delegation"

means a maximum of two persons representing a group, who wish to provide information to Council/Committee(s) of Council.

1.12 "Head of Council"

means the Mayor of the Corporation of the Township of South Stormont.

1.13 "Local board/Board"

means and entity formed:

- i) With a direct link to the Municipality by way of legislation or authority from the Municipality;
- ii) Carries out the affairs of the Municipality;
- iii) With an element of autonomy.

1.14 "Materially Advances"

means to "substantially", measurably or identifiably advance a matter/issue forward.

1.15 "Meeting"

means any Regular, Special or other meeting of Council, or a Local board or Committee or either of them, where:

- i) A quorum of members are present; and

- ii) Members discuss or otherwise deal with any other matter in a way that materially advances the business or decision-making of Council, a Local board or Committee.

Commented [LH2]: Added pursuant to Bill 68.

1.16 "Member"

means a person duly elected or appointed to serve on Council or a Committee of Council for the Corporation of the Township of South Stormont

1.17 "Minutes"

means the record of the proceedings of a Meeting and shall be kept in a safe manner.

1.18 "Pecuniary Interest"

(Disclosure of Interest) means a pecuniary interest, direct or indirect, in any matter within the meaning of the *Municipal Conflict of Interest Act*.

1.19 "Presiding Officer"

is the person presiding over a Meeting, who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceedings of Council or Committee Meetings.

1.20 "Public Meeting"

means a public meeting held pursuant to the Planning Act or other legislation where statutory notice is required.

Commented [LH3]: New definition

1.21 "Quorum"

means the majority of the eligible voting Members of Council or Committee.

1.22 "Recorded Vote"

means the recording of the name and vote of every Member on any matter or question where any Member requests that the vote be recorded.

1.23 "Regular Meeting"

means a scheduled Meeting held in accordance with the approved calendar/schedule of Meetings.

1.24 "Resolution"

is a motion once it has been passed.

1.25 "Rules of Procedure"

(Rules of Order) means the applicable procedural rules and rules of conduct contained in this By-law. The proceedings of Council and its Committees, the conduct of the Members, and the calling of Meetings will be governed by the rules and regulations contained in this By-law. Where a matter being considered by Council arises that is not covered in this By-law, Robert's Rules of Order (latest edition) shall apply.

1.26 "Special Meeting"

means a Meeting not scheduled in accordance with the annual approved calendar/schedule of Regular Meetings.

1.27 "Social Media"

Includes all forms of electronic communication such as Facebook, Twitter, blogs and any current or future means of sharing information electronically.

2.0 Role of Council

As defined within the *Municipal Act, 2001*, it is the role of Council

- i) to represent the public and to consider the well-being and interests of the municipality;
- ii) to develop and evaluate the policies and programs of the municipality;
- iii) to determine which services the municipality provides;
- iv) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- v) to ensure the accountability and transparency of the operations of the municipality;
- vi) to maintain the financial integrity of the municipality; and,
- vii) to carry out the duties of Council under this or any other Act.

3.0 Role of the Head of Council

As defined within the *Municipal Act, 2001*, it is the role of the Head of Council,

- i) to act as chief executive officer of the municipality;
- ii) to preside over Council Meetings so that its business can be carried out efficiently and effectively;
- iii) to provide leadership to Council;
- iv) without limiting clause iii), to provide information and recommendations to the Council with respect to the role of Council described in clause 4;
- v) to represent the municipality at official functions; and
- vi) to carry out the duties of the Head of Council under this or any other Act.

The Head of Council, as Chief Executive Officer shall:

- i) uphold and promote the purposes of the municipality;
- ii) promote public involvement in the municipality's activities;
- iii) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and,
- iv) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

4.0 Members of County Council

4.1 Mayor and Deputy Mayor – County Council

The Mayor and Deputy Mayor shall become Members of Council of the United Counties of Stormont Dundas and Glengarry upon:

- i) Certification from the Clerk; and
- ii) Taking the Declaration of Office for the position.

4.2 Alternate Member of Council

The Councillor with the greatest number of votes from the Municipal Election, shall become the Alternate Member of

Council of the United Counties of Stormont, Dundas and Glengarry upon:

- i) Certification from the Clerk; and
- ii) Taking the Declaration of Office for the position.

4.3 Alternate Member of Council - Appointed

Notwithstanding 4.2 above, Council may appoint an alternate Member to represent the Township of South Stormont as the Alternate Member of Council of the United Counties of Stormont, Dundas and Glengarry.

4.4 Responsibilities of Alternate Member of Council:

- i) The alternate member of Council shall exercise all the rights of a member of Council solely for the meeting so attended, with the exception of the Head of Council.
- ii) The alternate member of Council shall adhere to the provisions of the United Counties of Stormont Dundas and Glengarry By-law.

Commented [LH4]: Added pursuant to Bill 68.

5.0 Conduct of Proceedings at a Meeting of Council

5.1 It shall be the duty of the Presiding Officer:

- i) to open the Meeting of Council by taking the chair and calling the Members to order;
- ii) to announce the business before Council in the order that it is to be acted upon;
- iii) to receive and submit, in the proper manner, all motions presented by the Members of Council;
- iv) to put to vote all questions that are regularly moved and seconded, or necessarily arises in the course of proceedings, and to announce the result;
- v) to decline to put to vote motions which infringe the Rules of Procedure;
- vi) to restrain the Members, within the rules of order, when engaged in debate;
- vii) to enforce on all occasions the observance of order and decorum among the Members;
- viii) to call by name any Member persisting in breach of the rules or order of Council thereby ordering the member to vacate Council Chambers;
- ix) to receive all messages and other communications and announce them to Council;
- x) to authenticate, by his/her signature when necessary, all By-laws, Resolutions, and Minutes of Council;
- xi) to inform Council, when necessary or when referred to for the purpose, on a point of order or usage.
- xii) to represent and support Council, declaring its will, and implicitly obeying its decisions in all things;
- xiii) to ensure that the decisions of Council are in conformity with the laws and By-laws governing the activities of Council;
- xiv) to adjourn the Meeting when the business is concluded;

- xv) to adjourn the Meeting without question in the case of grave disorder arising in Council Chambers;
- xvi) to order any individual or group in attendance at the Meeting to cease and desist any behaviour that disrupts the order and decorum of the Meeting and to order an individual or group to vacate Council Chambers where such behaviour persists; and
- xvii) to require all individuals or members of the media to disclose the use of any recording devices prior to the start of any open Meeting.

6.0 Committees of Council, Advisory and Ad Hoc Committees

6.1 Appointments

Committees of Council, Advisory and Ad Hoc Committees may be appointed by Council at any time of the year as deemed necessary for consideration of matters within its jurisdiction. Appointments may consist of Members of Council or lay appointees. Members of Council appointed to Committees must report to Council on Committee business, on a regular basis.

6.2 Terms of Reference

Terms of Reference shall be presented for Council's approval at the time a Committee of Council, Advisory or Ad Hoc Committee is established.

6.3 Advisory and Ad Hoc Committee – Purpose

Advisory and Ad Hoc Committees may be appointed for a special purpose and when said Committee has completed its mandate with a final report to Council, it dissolves automatically.

Commented [LH5]: Added for clarification.

6.4 Delegation of Authority

Delegation of authority shall be provided by Council. Committees of Council, Advisory or Ad Hoc Committee shall only consider matters referred to them by Council unless authority to do otherwise has been delegated by Council.

6.5 Rules of Procedure

All Rules of Procedure outlined this By-law shall apply to all Committees of Council, Advisory and Ad Hoc Committees.

6.6 Appointment of Members of Council to Committees

Members of Council shall be appointed by Council to sit on various Committees of Council for a two-year term, unless otherwise required by legislation. These appointments may be confirmed at a Meeting of Council at the beginning of the year.

6.7 Lay Appointments

Appointments to any Committee of non-council members shall also be confirmed by Council at a Meeting of Council at the beginning of the year or when a Committee and lay members are appointed with approved terms of reference. Appointment will be undertaken as follows:

- i) Public notice soliciting individual applications from citizens of the Township of South Stormont shall be conducted.
- ii) A list of applications received shall be presented to Council during a Closed Meeting.

6.8 Appointment of Other Member – Due to Illness – Absence

Should a Member of Council, appointed to any Committee, be unable to attend the Meetings of such Committee due to illness or absence, Council may appoint another Member to act in their stead and the Member so appointed shall be deemed to be a Member of the Committee and entitled to act thereon only during such illness or absence.

6.9 Removal of Members not Attending

Should any Member or Members of a Committee neglect or refuse to attend three consecutive Meetings of their Committees, the Presiding Officer shall report such neglect or refusal to Council who may remove the Member or Members of their place; or should any Committee neglect or refuse to give due attention to all business or matters before them, Council may, by Resolution, discharge such Committee member and appoint another in its stead.

6.10 Absence – Presiding Officer

In the absence of the Presiding Officer, one of the other Members shall be elected to preside pro temp, who shall discharge the duties of the Presiding Officer during the Meeting or until the arrival of the Presiding Officer.

6.11 Ex-Officio Member of all Committees

The Mayor shall be an ex-officio member of all Committees of Council and may state his/her opinion on all questions before the Committee and vote on all questions but shall not be counted in the formation of a Quorum.

6.12 Members Attend Committee Meetings

Members of Council may attend Meetings of any Committee of Council, Advisory or Ad Hoc Committee to which they are not appointed members. They shall not be allowed to vote nor take part in discussion or debate, except by the permission of the majority of the members of the Committee.

Commented [LH6]: Added to encourage communication between Committees and Members

7.0 Committee of the Whole

Committee of the Whole (COTW) is the participation of Members of Council of the Corporation of the Township of South Stormont in a Committee Meeting where Members of Council consider questions with greater freedom of debate. When sitting as Committee of the Whole, the results of consensus taken in an open COTW Meeting are not final decisions of Council. Rather, the results have the status of recommendations which Council is given the opportunity to consider further at a formal Council Meeting under its regular rules.

7.1 Meeting Schedule

COTW meetings shall be scheduled at the call of the Mayor and at dates and times agreed to annually by Council when reviewing the meeting schedule.

Commented [LH7]: Previously scheduled on the first Monday of each month at 9AM if required.

7.2 Agenda: The COTW Agenda shall include

- i) Call to Order
- ii) Confirmation of Agenda
- iii) Disclosure of Pecuniary Interests

Commented [LH8]: Added for clarification.

- iv) Approval of Minutes
- v) Delegations
- vi) Staff Reports
- vii) **New Business**
- viii) Closed Meeting
- ix) Adjournment by Resolution

Commented [LH9]: Renamed from "Discussion of Additional Items" for consistency purposes.

7.3 Delivery of COTW Agenda

The Clerk shall deliver an agenda, including all associated reports and notice of a Closed Meeting, if required, for each Committee of the Whole Meeting, five (5) days prior to the Meeting.

7.4 Meeting Location

COTW meetings shall be held at the Township of South Stormont in Council Chambers or the Boardroom, unless otherwise determined by Council.

Commented [LH10]: Added for consistency.

8.0 Meetings

8.1 Orientation for New Councillors

An orientation Meeting shall be held with new Members of Council. This Meeting shall allow the CAO and Clerk to provide new Members with an overview of the expectations of their elected office (e.g. inaugural Meeting, Committee expectations, processes of Council, protocol at Meetings, Procedural By-law, dress codes, payroll and a general overview of the Corporation's role and function).

As appropriate and required, orientation meetings / education sessions shall be offered for new Members of Council on topics relevant to Township business.

8.2 Inaugural Meeting of Council

The inaugural Meeting of Council shall be held at 6:00 P.M. on the first weekday following November 15, being the first day of the new term. The location of the inaugural Meeting will be Council Chambers of the Corporation of the Township of South Stormont.

Commented [LH11]: Moved from 7 PM to 6 PM earlier to reflect the new term date.

8.2.1 Declaration of Office

All members of Council shall take the declaration of office prior to participating in any meeting of Council.

8.2.2 Inaugural Agenda: **The Inaugural Agenda shall include:**

- i) Opening
- ii) Declaration of Office
- iii) Presentations
- iv) Comments by Council
- v) Mayor's Inaugural Address
- vi) Adjournment

Commented [LH12]: Invocation has been removed

8.2.3 Business at Inauguration

No other business shall take place other than the Declaration of Office at the Inaugural Meeting of Council.

8.2.4 Notice to Council

Each member of Council shall be provided with a Township email address for the purpose of disseminating notice(s) for the purposes of the Procedural By-law.

Commented [LH13]: Previously personal email address and fax number

8.2.5 Notice of Meetings

- i) The Meeting agenda shall constitute notice of each Meeting. The agenda shall include the date, time and location of the Meeting.
- ii) Notice of Council Meetings and Committee Meetings shall be posted on the Township's website. If a change in schedule occurs, notice shall be given by publication in a local newspaper having a general circulation in the Township of South Stormont, on the Township's website, via Social Media and posted at the Town Hall.

Commented [LH14]: Added for clarification purposes.

8.2.6 Curfew

No item of business other than the Ratification By-law shall be considered at a Meeting of Council after the hour of 10:00 P.M. local time, unless decided by a two thirds vote of the members present.

8.2.7 Recording, Broadcasting and/or Live Streaming Meetings

- i) All Meetings with a Quorum of Members may be audio and/or visually recorded, broadcast and/or live streamed publicly by the Township, with the exception of Meetings closed to the public provided for in the Closed Session of this by-law.
- ii) Attendees using their own recording, broadcasting and/or live streaming devices are encouraged to inform the Clerk to ensure attendees at the Meeting are notified through the Chair.
- iii) The approved minutes of a Meeting will form the official record of the Meeting. Any audio, video or other record of the Meeting shall not be considered an official record.

Commented [LH15]: Expanded to include broadcasting and/or livestreaming and clarifying Minutes as official record.

8.3 Regular Meetings

8.3.1 Meeting Schedule – Council

Regular Council Meetings shall be held in accordance with the Meeting schedule. A proposed Meeting schedule will be presented by the Clerk to Council for approval each December for the following year.

8.3.2 Meeting Locations – Council

Regular Council Meetings shall be held in Council Chambers of the Township of South Stormont, in accordance with Council Meeting schedule.

8.3.3 Cancellation of Meetings

The CAO or Clerk, in consultation with the Mayor, has the authority to cancel any Regular Meeting if it is determined there is not sufficient business to be conducted, provided notification has been given at a prior Meeting or within forty-eight (48) hours (not including weekends, or holidays) of the Meeting.

8.3.4 Time of Meeting - Council

All Regular Meetings of Council shall be held on the second and fourth Wednesday of each month, unless otherwise determined by Council, and commence at 7:00 P.M.

Commented [I16]: Is Council interested in changing the meeting day or time? 6 PM?

8.3.5 Time of Meeting – Exception - Date

Notwithstanding Section 8.3.4, there will be only one Regular Meeting of Council during the months of February, July, August and December in accordance with the Meeting schedule.

Commented [LH17]: Is this still acceptable / reasonable? January?

8.3.6 Time of Meeting – Exception - Time

Notwithstanding Section 8.3.4, should a Public Meeting or Closed Meeting be required, the Meeting shall commence at an earlier time determined by the Clerk or CAO as deemed appropriate based on the Meeting subject(s) / agenda content.

Commented [LH18]: Is Council interested in moving Public Meetings within the body of the agenda?

8.3.7 Time of Meeting – Holiday

When the day for a Regular Meeting of Council is a public or civic holiday, Council shall, unless decided otherwise, meet at the same hour and place on the following day that is not a public or civic holiday.

8.3.8 Time of Meeting – Exception - Date

The CAO or Clerk, in consultation with the Mayor, has the authority, in the case of unforeseen circumstances, i.e. inclement weather, or any other emergency, to re-schedule a regularly scheduled Council Meeting to the designed hour on the following day that is not a public or civic holiday. Applicable public notice will be provided as soon as practicable.

8.3.9 Meetings to be Open to the Public

Meetings of Council and any Committee of Council shall be open to the public except as provided in the Act.

8.4 Special Meetings of Council

8.4.1 Call of Special Meetings of Council

In addition to regularly scheduled Meetings, the Mayor may at any time call a Special Meeting of Council by providing written direction to the Clerk stating the date, time and purpose for the Special Meeting. Forty-eight (48) hours (not including weekends, or holidays) of written public notice shall be given.

In addition, a majority of Council Members may, at any time, petition the Clerk to call a Special Meeting of Council by providing a written request to the Clerk stating the date, time and purpose for the Special Meeting. Forty-eight (48) hours (not including weekends, or holidays) of written public notice shall be given.

8.4.2 Restriction of Business stated on Agenda

The only business to be dealt with at any Meeting of Council shall be that stated in the notice/agenda of the Meeting.

8.4.3 Special Meeting - Location

Special Meetings will be held at the Township of South Stormont in Council Chambers or the Boardroom, unless otherwise determined by Council.

8.5 Emergency Meetings

8.5.1 Call of Emergency Meeting without 48 hours' Notice

Notwithstanding this section the Mayor may, in the event of an emergency, call an emergency Meeting of Council without giving the forty-eight (48) hours written notice of the Meeting, provided that the Clerk has diligently attempted to advise all Members of Council and relevant staff immediately upon being advised of the Mayor's intention to hold an emergency Meeting.

8.5.2 Meeting Location – Council - Emergency

In case of an emergency, Council in its sole discretion may hold its Meetings and keep its public offices at any convenient location within or outside the municipality.

8.6 Closed Meeting

8.6.1 Following of Rules

The Procedural By-law shall apply during Closed Meetings.

8.6.2 Resolution – Enter Closed Meeting

Members may, by Resolution, close a Meeting or part of a Meeting to the public in accordance with section 239 of the *Municipal Act, 2001*.

8.6.3 Identification of Specific Section

The Clerk shall have the Closed Meeting agenda prepared, identifying the subject and qualifying section in accordance with Section 239 of the Act, under which each matter is to be considered in the Closed Meeting. The agenda will be distributed to all Members in attendance at the Meeting.

8.6.4 Agenda

The CAO or Clerk shall prepare an agenda for presentation at the Meeting. The agenda shall be kept in a secure and confidential location under the control of the Clerk.

8.6.5 Record of Meeting

The Clerk shall record without note or comment all procedural matters, directions or instructions at a Closed Meeting. Minutes shall be circulated by the Clerk at the following Closed Meeting for adoption.

8.6.6 Closed to Whom

For the purpose of a Closed Meeting, the Meeting shall be closed to any person not appointed or elected to Council or a Committee. The CAO or Clerk may invite any person deemed appropriate for a specific item of business, to the closed portion of the Meeting.

8.6.7 Location of Meeting

Closed Meetings will be held at the Township of South Stormont in Council Chambers or the Boardroom, unless otherwise determined by Council.

8.6.8 Additional Items for Discussion

Discussion during a Closed Meeting shall be limited to that stated by Resolution. Additional items require public notice by Resolution in an open Meeting to hold a Closed Meeting to discuss the additional item(s).

8.6.9 Procedural Matters – Giving Direction/Instructions

A Meeting shall not be closed to the public during the taking of a vote except as provided in the Act. Votes may also be taken for procedural matters, giving directions or instructions to staff or agents or others.

8.6.10 Collection of Closed Meeting Documents

All documents handed out during a Closed Meeting shall be initialed, dated and returned to the CAO or Clerk at the end of the Closed Meeting.

8.6.11 Calculations and Note Taking

Members and staff may do basic calculations and note taking on paper during the course of a Closed Meeting, however, any such calculations or notes shall be collected by the CAO or Clerk and destroyed following the adjournment of the Meeting.

8.6.12 Confidentiality of Information

Council and / or Committee Members, staff and invited guests shall keep confidential any information:

- i) Disclosed or discussed at a Meeting that was closed to the public. The obligation to keep information confidential applies even if the Member ceases to be a Member.
- ii) Received in confidence verbally in preparation of the Closed Meeting.

8.6.13 No Comment

Members and staff shall respond to any questions regarding an item from a Closed Meeting with a reply of "no comment," or words to that effect.

8.6.14 Securing Minutes

All reasonable efforts shall be made to ensure that Minutes are kept in a secure and confidential location under the control of the Clerk. These Minutes shall only be open to those in attendance at the Meeting, to others approved by Council, or as legislated.

8.6.15 Return to Open Meeting

Once the Closed Meeting has ended, the Members shall return to the open Meeting and the Clerk shall record the time in the Minutes.

8.6.16 Resolution – Closed Meeting Investigator

If, an investigation of a closed meeting is completed, the investigator's report will be considered by Council and a resolution will be passed to address recommendations resulting from the investigation.

Commented [LH19]: Added pursuant to Bill 68.

8.7 Public Meetings

8.7.1 Public Meetings – When Required

When required, Public Meetings held to consider applications under the Planning Act or to obtain public input for other purposes will be held as the fourth order of Business at the Council Meeting.

8.7.2 Public Meetings – Alternate Date

A Public Meeting may be called at an earlier or different date and time upon consultation with the Clerk, CAO and Director of Planning provided that adequate notice is given to the public of the impending change as directed.

8.7.3 Public Meetings – Process Outlined

The Chair shall explain the Public Meeting processes for those in attendance and the statutory requirements under the Planning Act or other application legislation.

8.7.4 Public Meetings – Delegates

Delegates wishing to address Council at a Public Meeting under the Planning Act, or a Public Meeting Called for other purposes shall be permitted to speak without advance notice.

8.7.5 Public Meetings – Time Limit

The time limitation for delegations at a Public Meeting to hear applications under the Planning Act, or other legislation, shall not exceed five (5) minutes. Council may extend, without debate, the five (5) minute time period by a majority vote of the Members present.

Commented [LH20]: Added to facilitate Public Meeting process within body of Agenda

8.8 General Rules of Meeting

8.8.1 Rules of Procedure

Shall be as provided for in this By-law and where not provided, as near as may be to that followed under the current revised version of Robert's Rules of Order.

8.8.2 Attendance

- i) Every Member of Council shall attend all required Meetings. The CAO, Clerk, and Directors shall attend all Council Meetings. Municipal staff shall attend a Meeting of Council when directed by the CAO or their respective Director.
- ii) A Member is permitted to be absent from meetings if it is a result of the Member's pregnancy, the birth of the Member's child or adoption of a child by the Member for 20 consecutive weeks of less.

Commented [LH21]: Added pursuant to requirement established under Bill 68

8.8.3 Dress Code

All Members of Council shall wear proper business attire during regular scheduled Council Meetings.

8.8.4 Members of Council – Municipal Staff

No Member shall speak disrespectfully of, nor shall they use offensive language against any Member of Council, Committee(s) of Council or municipal staff or any member of the public in attendance at a Meeting.

8.8.5 Speaking – Subject in Debate Only

No Member shall speak on any subject other than the subject in debate.

8.8.6 Criticize a Decision

No Member shall criticize any decision of Council except for the purpose of moving that the question be reconsidered.

8.8.7 Restrict Use of Mobile Device

Members of Council and Staff are restricted from using their cellular phones or other communication devices to engage in communications with third parties during the Meetings of Council.

Commented [LH22]: Added staff.

8.8.8 Vacating Seat During Meeting

A Member shall not leave his/her seat or the Meeting at any time without advising the Presiding Officer. Such absence, including the length of time absent, shall be recorded.

9.0 Agenda

9.1 Agenda

The business of each Meeting will be considered in the order set forth on the agenda.

9.2 Staff Reports

All staff reports will be delivered to the Clerk five (5) days preceding the Regular Meeting (not including weekends or holidays), to ensure inclusion in the agenda and timely publication of the agenda.

9.3 Council

The Clerk shall prepare, for the use of the Members at Meetings of Council, an agenda that will state the order in which the business of Council shall be conducted.

9.4 Council Meetings

9.4.1 Regular Scheduled Meetings

The Clerk shall deliver an agenda, including all associated reports and notice of a Closed Meeting, if required, for each Meeting five (5) days preceding the date of the Council Meeting. The agenda cover sheet shall be posted to the Township website for access by the public. The agenda with all associated reports will be provided to the public and media two days prior to the Meeting, upon approval of the agenda by Council.

9.4.2 Special Meetings

The Clerk shall circulate an agenda, including all associated reports and notice of a Closed Meeting, for each Meeting to Council Members and staff forty-eight (48) hours (not including weekends, or holidays) in advance of the Meeting. The agenda shall be posted to the Township website for access by the media and the public.

9.5 Copy of Agenda

Any person may be provided, upon request to the CAO or Clerk, with a copy of the agenda, within the time frames as noted in Section 8.4.1 and 8.4.2 above. Pursuant to the Township Fees and Charges By-law, fees may apply.

9.6 Further Information Required – Postponement

Where further information or reports are necessary for Council to properly review an item of business, the Clerk or CAO may

postpone the placement of an item to a future agenda in order to arrange for the provision of the necessary information.

9.7 Clerk Authorized to Determine

The Clerk shall be authorized to determine the appropriate Meeting at which items of business shall be considered, in accordance with this By-law.

10.0 Order of Business – Council

10.1 Regular Scheduled Meetings

The order of business on the agenda for regular scheduled Meetings of Council shall be as follows:

1. Call Meeting to Order / Opening Remarks
2. Confirmation of Agenda
3. Disclosure of Pecuniary Interest
4. Public Meeting, if required pursuant to the Planning Act.
5. Delegations / Presentations
6. Adoption of Minutes
7. Consent Items
8. Consideration of Items Requiring Discussion (regular Agenda)
9. Key Information Reports
10. Action Requests
11. Committee / Council Member Reports
12. By-laws
13. Motions and Notices of Motions
14. New Business
15. Closed Meeting, if required
16. Ratification By-law
17. Adjournment by Resolution

Commented [LH23]: Council may wish to move Public Meeting into the body of the agenda.

Commented [LH24]: Renamed Consent Items from Consent Agenda for clarity; Consent Items to include Monthly Activity Summaries, Communication, Committee Minutes, Petitions

Commented [LH25]: New section introduced specifically for items pulled from Consent Agenda – if nothing is pulled there is no discussion

Commented [LH26]: Added Council Member report to provide Council Members, particularly the Mayor the opportunity to provide an update as to meetings and events attended on behalf of the Township.

Commented [LH27]: Renamed New Business from Miscellaneous Business for clarity.

Commented [LH28]: Moved to end of meeting

10.2 Special Meetings

An agenda for a Special Meeting or Committee Meeting is not required to include all agenda headings listed above. The Clerk, or relevant Director will determine based on requirements.

Commented [LH29]: Added for clarification.

10.3 Changes to Order of Business

The Presiding Officer, with the approval of its Members by majority vote, may vary the order of business before the Members.

11.0 Call Meeting to Order

11.1 Opening Remarks

The opening remarks of the Presiding Officer shall be at the sole discretion of the Presiding Officer and shall normally relate to items of interest.

12.0 Quorum – Call to Order

12.1 Quorum – Call to Order

If there is a Quorum after the time set for the start of the Meeting, the Presiding Officer will take the chair and call the Meeting to order.

12.2 No Quorum – Meeting Adjourned

In the event that a Quorum is not present within fifteen (15) Minutes after the designated start time of the Meeting, the Presiding Officer shall take the chair and call the Meeting to order, announce the absence of a Quorum, and immediately adjourn the Meeting. The Clerk shall record the names of the Members present and the Meeting shall stand adjourned.

12.3 Council Meeting – Presiding Officer Absent

In the case where a Quorum is present at a Council Meeting and the Mayor has not attended within fifteen (15) Minutes after the time appointed, the Deputy Mayor shall preside until the arrival of the Mayor and shall have all powers of the Presiding Officer for the purpose of chairing the Meeting.

12.4 Council Meeting – Deputy Mayor – Absent

Notwithstanding 12.3 above, in the absence of both the Mayor and Deputy Mayor, an Acting Presiding Officer shall be appointed by Resolution, from among the Members present and he/she shall preside until the arrival of the Mayor or Deputy Mayor and shall have all powers of the Presiding Officer for the purpose of chairing the Meeting.

12.5 Meeting Adjourned – Not Ended

If during the course of a Meeting a Quorum is lost, then the Meeting will stand adjourned, not ended, to reconvene at a time and place as called by the Presiding Officer.

13.0 Disclosure of Pecuniary Interest and General Nature Thereof

13.1 Member of Council

To determine possible Pecuniary Interest, the Member may consult with their personal solicitor, and must be in compliance with the *Municipal Conflict of Interest Act*.

13.2 Disclosure of Pecuniary Interest

Declaration of interest by a Member of Council must be disclosed before the matter is considered at the meeting. Such disclosures of interest shall be made publicly in writing on the applicable form and shall be recorded in the Minutes by the Clerk.

13.3 Discussion, Vote or Influence

A Member declaring a pecuniary interest about an agenda item, must leave the room, not take part in the discussion, vote or attempts to influence the voting before, during or after the meeting.

13.4 Closed Session

A Member declaring pecuniary interest in a Closed Session must be absent for that portion of the meeting.

13.5 Documentation of Disclosure of Interest

The Clerk must note the disclosure of pecuniary interest in the minutes as well as establish a registry of declarations recorded that shall be available for public inspection.

Commented [LH30]: Added/ revised pursuant to Bill 68.

14.0 Delegations

14.1 Delegation – First Come – First Served – Limit of Four

A maximum of four separate delegations shall be permitted at any Regular Meeting, unless otherwise approved by Council.

14.2 Delegation – Notice – Prior to Meeting

14.2.1 Meeting of Council

Persons wishing to address Council shall make a written application to the Clerk prior to 12 noon five (5) days preceding the Regular Meeting (not including weekends or holidays), or as otherwise provided for in the notice of the Meeting. Such application shall contain the subject matter to be discussed, all information to be presented to Council, and the name, address and telephone number of a spokesperson chosen by the delegation to make the presentation.

14.3 Delegation – Limit of One Appearance – Exception – New Information

Delegations shall be limited to one appearance, unless providing additional information.

14.4 Delegation Refused – Chief Administrative Officer or Clerk

The CAO or Clerk is given the authority to refuse delegations under the following circumstances:

- i) The request is not submitted within the stated time limits;
- ii) The subject matter is deemed to be beyond the jurisdiction of Council;
- iii) The issue is specific to a matter properly held in a Closed Meeting, pursuant to Section 239 of the Municipal Act, 2001; and / or
- iv) Requests/issues where there is no perceived benefit for the Township of South Stormont.

14.5 Delegation – Not to Repeat

Delegations taking the same position on a matter shall be encouraged to select a spokesperson(s) to present their views collectively.

14.6 Delegation – Limited to Subject Matter

Delegations shall be limited to the subject matter indicated in their application for a delegation.

14.7 Delegation – After the Agenda is published

Applications for delegations shall not be received after the deadline established in s. 14.2.1. Notwithstanding, if a matter is listed on the agenda to which anyone is desirous of providing information to the Members, the person shall notify the Clerk prior to the Monday preceding the Meeting and shall provide a brief in writing to the Clerk at the time the request is made so that it may be circulated to the Members.

14.8 Restrictions on Delegations

Delegations shall not:

- i) Address Members directly without permission;
- ii) Interrupt any speaker or action of the Members, or any other person addressing the Members;
- iii) Display or have in their possession picket signs or placards in Council Chambers or Meeting room;
- iv) Speak disrespectfully of any person;
- v) Use offensive words;
- vi) Disobey a decision of the Presiding Officer; and
- vii) Enter into cross debate with other delegations, staff, Members or the Presiding Officer.

14.9 Delegation – Violation

If a Delegation is in breach of the rules, the Presiding Officer may request the termination of a presentation and / or restrict attendance at future Meetings.

14.10 Delegation – Time Limit – 15 Minutes

All Delegations shall be permitted a maximum of fifteen (15) Minutes to make the presentation.

14.11 Delegation – Addressing Members

Delegations shall state their name(s) and make their presentation to the Members.

14.12 Matter Brought Forward

In the event that the subject brought to the Members at a Meeting by a Delegation is also dealt with in any other item listed on the agenda, the Presiding Officer may call for a motion to amend the Order of Business so that the item may be brought forward for discussion at the same time as the consideration of the Delegation item.

14.13 Questions by Members

Upon completion of a presentation by a Delegation, any dialogue between Members and the delegate shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Questions from Members shall be addressed by the spokesperson to the best of their ability. Members shall not enter into debate with the Delegation respecting the presentation.

14.14 Delegation Information Referred to Subsequent Meeting

Council may defer any decision or action on information received from a Delegation to a subsequent Meeting of Council. A staff report may be requested.

15.0 Presentations

15.1 Ceremonial Presentations/Awards – Council Meetings

Ceremonial presentations and/or awards shall be made at a Council Meeting and considered under Delegations / Presentations in the Order of Business of Council, Section 10.1. A presentation or award may be given by the Presiding Officer, Township staff, a representative from another government or government agency, or any person/organization invited by

Council to make a presentation as may, from time to time, be considered appropriate.

16.0 Minutes

16.1 Record of Meeting: The Minutes of a Meeting of Council shall record:

- i) The date, place and time of the Meeting;
- ii) The name of the Presiding Officer and the attendance of the Members present at the call of the Meeting;
- iii) Arrival and departure of Members after the call of the Meeting;
- iv) A Member who has declared a Pecuniary Interest on a matter or question and the nature thereof, as appropriate;
- v) All motions approved;
- vi) Other proceedings of Council without note or comment; and
- vii) Time of adjournment.

16.2 Approval of Minutes

The draft Minutes of a Regular Meeting, and any Special Meetings held, shall be presented for final approval no later than the next regular scheduled Meeting of Council.

16.3 Amendments to Minutes

If any Member disagrees with any item printed in the Minutes, that Member shall state their objection and the reason therefore. The Members shall determine the accuracy of the Minutes and the Clerk shall note in the Minutes of the present Meeting both the existing text, and changes requested, and make the necessary amendments to the Minutes being adopted. If amendments are required, the question put by the Presiding Officer shall be to adopt the Minutes of the applicable Meeting, held on the applicable date, as amended.

16.4 Clerk Authorized to Make Corrections

The Clerk shall be authorized to make minor corrections to the Minutes resulting from technical or typographical errors provided the intent of the Minutes are not changed prior to the Minutes being signed.

16.5 Signature for Authentication

The Presiding Officer and Clerk shall authenticate the Minutes with their signatures.

16.6 Adopted Minutes

16.6.1 Council – Adopted Minutes

The adopted Minutes of each Meeting of Council shall be posted to the Township's website as soon as practicable.

17.0 Consent Items

17.1 Consent Items – Items Included

Consent Items may include the following:

- i) Departmental Monthly Activity Summaries;
- ii) Monthly Financial Summary

- iii) Township Committee Minutes, i.e. Volunteer Appreciation, Waterfront Development, etc.;
- iv) Communication; and
- v) Items are directed by the Clerk or CAO.

17.2 Consent Items – Request to Separate

Members may request that a matter be removed from Consent Items to be dealt with separately under Consideration of Items Requiring Discussion.

17.3 Consent Items - Clarification

Questions of clarification may be asked by Members about any Consent Item during the adoption of Consent Items without requiring a separate vote. In the event that a Member declares a pecuniary interest on an item that is included in Consent Items, that item shall be considered under Consideration of Items Requiring Discussion.

17.4 Consent Items – Adopt by Single Motion

Consent Items shall be adopted in a single motion.

17.5 Consent Items – Notify Clerk

If possible, Members shall notify the Clerk in advance of their wish to remove an item from Consent Items.

Commented [LH31]: Revised to provide greater clarity and direction

18.0 Key Information

18.1 Key information Reports

Key Information Reports may be provided to Council as information items or to facilitate further discussion/action at a subsequent Meeting.

19.0 Action Requests

All reports presented to Council as part of the agenda will be in a written format, complete with draft motion, duly signed by the appropriate Director and approved by the CAO or designate.

20.0 Committee / Council Member Reports

20.1 Committee / Council Member Reports

All Members of Council shall have the opportunity to report on issue(s) currently under debate by the Committee(s) they are a Member of, or recent activities undertaken by that member of Council, i.e. conferences.

Commented [I32]: This section is expanded to provide Members with opportunity to report on Meetings and activities undertaken on behalf of the Township.

21.0 By-laws

21.1 By-laws – Number

The number of every By-law being presented to Council shall be provided on the agenda at which the By-law is being considered.

21.2 Introduction of By-law – Purpose Specified – One Reading (1st, 2nd, 3rd Inclusive)

Every By-law shall be introduced by written motion and shall be considered to have been read a first, second and third time

short. At the discretion of Council, a By-law may be read a first and second time, with third reading postponed until later in the Meeting, or subsequent Meeting of Council.

21.3 Clerk – Read By-law Title

The Clerk shall read the By-law title.

21.4 Amendment – Debate on Motion

Debate shall be limited to the subject matter of the By-law. Amendments shall be made by written motion.

21.5 Amended By-law Passed – Corrections by Clerk

After an amended By-law has been adopted by Council, the Clerk shall be responsible for its correctness.

21.6 By-law Passed – Deposited in Safe

Every By-law which has been passed by Council shall, immediately after being signed by the Head of Council and the Clerk and sealed with the seal of the Corporation, be deposited by the Clerk in a secure location and scanned electronically for deposit on the server.

21.7 Clerk Authorized to Make Corrections

The Clerk shall be authorized to make minor corrections to any By-law resulting from technical, formatting or typographical errors provided the intent of the By-law is not changed prior to the By-law being signed.

22.0 Motions and Notices of Motions

22.1 Notices of Motion

22.1.1 Notices of Motion – Introduction No Debate

Notices of Motion introduced at a Regular Meeting of Council shall not be debated and shall be recorded on the agenda for the next Regular Meeting of Council.

22.1.2 Notices of Motion – Mover in Attendance

A notice of motion shall not be considered or otherwise disposed of by Council unless the mover of the motion is in attendance at the Meeting.

22.1.3 Notices of Motion – Presentation

Notices of motion shall be delivered to the Clerk at least five (5) working days, preceding the date of the next Regular Meeting, in order to be included on the agenda, at which time the motion is to be introduced and a motion shall be printed in full in the agenda for that Regular Meeting and each succeeding Meeting until the motion is considered or otherwise disposed of.

22.2 Dispensing with Notice

Any motion may be introduced without notice if Council, without debate, dispenses with notice on the affirmative vote of at least a simple majority of Members present and voting.

22.3 Seconding a Motion

A motion must be formally seconded before the Presiding Officer can put the question or a motion be recorded in the Minutes.

22.4 Ultra Vires

A motion in respect of a matter which is beyond the jurisdiction of Council shall not be in order.

22.5 Amendment

A motion to amend:

- i) shall be presented in writing;
- ii) shall be dealt with by Council before a previous amendment of the main motion;
- iii) shall not be further amended (more than once), provided that further amendment may be made to the main motion;
- iv) shall be relevant to the main motion; and
- v) shall not be received proposing a direct negative to the main motion.

22.6 Motion to Adjourn

A motion to adjourn:

- i) shall always be in order except as provided by these rules;
- ii) when resolved in the negative, cannot be made again until after some intermediate proceedings shall have been completed by Council;
- iii) is not in order when a Member is speaking or during the verification of a vote.

22.7 Voting on Motions

22.7.1 Questions Stated

Immediately preceding the taking of the vote, the Presiding Officer may state the question in the form introduced and shall do so if required by a Member. He/she shall state the question in the precise form in which it will be recorded in the Minutes.

22.7.2 No Interruption after Question

After a question is finally put by the Presiding Officer no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

22.7.3 Unrecorded Vote

The manner of determining the decision of Council on a motion shall be at the discretion of the Presiding Officer and may be by voice, show of hands, standing or otherwise.

22.7.4 Vote by Teleconference

Notwithstanding 23.7.3 above, in the event of an emergency, as defined in the Township Emergency Response Plan, Council may proceed to vote on items of an urgent nature by teleconference.

22.7.5 Recorded Vote

When a Member requests a Recorded Vote, the Clerk shall request and record from each Member present, except a Member disqualified from voting under any Act, to announce their vote openly as follows: Councillor in alphabetical order, Deputy Mayor and then the Mayor. The names of those who voted for and against shall be noted in the Minutes. A request for a Recorded Vote can only be made immediately before or after the taking of the vote.

22.7.6 Member Does Not Vote

If any Member, when a question is put, does not vote, he/she shall be deemed as voting against the motion, except where he/she is prohibited from voting by statute, or is the Presiding Officer.

22.7.7 Member Disagrees with Announcement of Vote

If a Member disagrees with the announcement of the Presiding Officer that a question is carried or lost he/she may, but only immediately after the declaration by the Presiding Officer, appeal the declaration and request that a Recorded Vote be taken.

22.7.8 Vote by Secret Ballot

No vote shall be taken by ballot or by any other method of secret voting, except as provided for in the Act.

23.0 New Business – Council Meeting

23.1 Member – Notice

Any Member may present and introduce any matter of new business during the New Business portion of the Meeting, and shall have regard to the following guidelines:

- i) Members are encouraged to raise operational matters prior to the Meeting through the Clerk or CAO; and
- ii) Members are discouraged from raising substantive policy matters.

Commented [LH33]: Revised to provide greater freedom, previously somewhat restrictive.

23.2 Urgent – Immediate Action Required

New items of an urgent nature may be considered if, in the opinion of Council, it requires the immediate attention of Council. A staff report may be required.

24.0 Ratification By-law/By-law to Confirm Proceeding of Council

A By-law to confirm the proceedings and reports of Council at its Meetings held in the previous month shall be presented at each Regular Meeting. Such By-law shall confirm any motion, Resolution and other actions passed or taken by Council at the Meetings indicated therein.

25.0 Adjournment

25.1 Adjournment – Motion – At Request of Presiding Officer

A standard motion to adjourn shall be in order at the request of the Presiding Officer.

25.2 Council

All Regular Council Meetings shall stand adjourned when Council has completed all business as listed on the Agenda. Unfinished business shall be postponed to the next Regular Meeting of Council.

26.0 Receiving Correspondence and Other Communication

26.1 Correspondence

- i) All correspondence addressed to Members of Council shall be considered public information, except as prohibited by legislation.
- ii) All correspondence addressed to Members of Council shall be legible, signed by the author(s) and include a return address. Correspondence that does not include the above or that includes any illegible or defamatory allegations or derogatory remarks shall not be included as correspondence or responded to.
- iii) Where correspondence is not requested to be included on a Meeting agenda, it shall be circulated by the Clerk, or designate, to Members, the CAO, Directors and applicable staff for their information and thereafter forms a part of Township records.
- iv) Where correspondence has been requested to be included on a Meeting agenda or on the request of a Member to the Clerk, correspondence is placed on the agenda for consideration. Where required due to urgency to timing, correspondence may be considered directly by Members as an Additional Item.
- v) Council's receipt of correspondence does not constitute endorsement by the Municipality of the correspondence or its contents or any recommendations contained, or actions advocated therein.

26.2 Petitions

- i) All petitions presented to Council shall be filed with the Clerk. Every petition intended for presentation to Council shall be eligible and shall not contain any defamatory allegations or impertinent matter and shall be signed by at least two (2) persons giving their name and mailing address.
- ii) Any person wishing to present a petition shall submit a copy of the material to the Clerk prior to 12 noon five (5) days preceding the Regular Meeting (not including weekends or holidays), or as otherwise provided for in the notice of the Meeting. If the petition is of a time sensitive nature, the Clerk and/or CAO may bring forward such petition for Council consideration after the aforementioned deadline.
- iii) Petitions designed to be presented to Council and filed with the Clerk shall contain:
 - a) The text petition must appear at the top of every signature sheet.
 - b) Each person petitioning must print his or her name and address on the petition.
 - c) A petition must contain original signatures only, written directly on the face of the petition.
 - d) The petitioners must be residents of the Township of South Stormont.

26.3 Motions from Other Municipalities

- i) All request for endorsement of resolutions from other municipalities will be electronically circulated to Council and acknowledged by the Clerk with the advice that the Township does not act on resolutions received from other municipalities, but rather makes its position known through the appropriate municipal association, or

Commented [LH34]: These paragraphs have been added to clarify procedures with respect to correspondence received for Council and when it will appear on the agenda – generally provided clarity.

Commented [LH35]: Petition section is new and replaces the existing "Receipt of a Petition Policy", dated 2004.

- alternatively, directly to the relevant Minister or government leader.
- ii) Notwithstanding 24.3 i), above, a Member of Council or staff may request that a resolution from another municipality be added to an agenda for consideration.

Commented [LH36]: This section is new and suggested to provide clarity as to process and to streamline the agenda as they will no longer be listed on the agenda unless specifically requested by a Member of Council or staff.

27.0 Reconsideration

27.1 Reconsideration – Subject To

A Resolution, By-law or any question or matter that has previously been adopted by Council may be reconsidered by Council subject to the following:

- i) a motion for reconsideration shall not be in order if Council is made aware that the question or By-law has been implemented resulting in legally binding commitments as of the date the motion to reconsider is moved unless otherwise deemed permissible;
- ii) such motion must be moved by a Member who voted against the original motion;
- iii) such motion must be supported by two-thirds (2/3) majority vote of the Members of Council before the matter to be reconsidered can be debated; and
- iv) a vote to reconsider shall not be considered more than once in any twelve (12) month period.

27.2 Debate on Question

Debate on the question must be confined to such matters as new information which has come forward, an error in documentation presented or incorrect statements made during the original debate.

27.3 Motion for Reconsideration

A Motion for Reconsideration shall be considered lost unless the motion receives a majority of votes by Council Members present and therefore no more than one (1) motion for reconsideration of any question or By-law shall be permitted.

27.4 Motion for Reconsideration - Carried

If a motion for reconsideration has been carried in the affirmative, no action shall be taken to carry into effect the question or By-law until that question or By-law has been presented to Council for reconsideration.

27.4.1 Reconsideration Next Council Meeting

If a Motion for Reconsideration is carried in the affirmative, it shall not be in order to reconsider the subject matter of the question or By-law until the next Meeting of Council. The question or By-law being reconsidered shall be stated in the exact manner in which it was first presented and shall be subject to the rules of debate and amendment outlined herein.

27.4.2 Reconsideration Same Council Meeting

No motion passed or debated at a Meeting of Council shall be reconsidered at the same Meeting without consent of two-thirds (2/3) of its Members.

27.4.3 Decision of Previous Council

These rules do not apply when a motion pertains to a decision of a previous Council.

28.0 Rules of Debate

28.1 Speaking in Turn

Every Member, prior to speaking to any question or motion, shall raise his/her hand and address the Presiding Officer. When two (2) or more Members raise their hands, the Presiding Officer shall designate the Member having the floor. No Member shall speak more than five (5) minutes on the topic.

28.2 Voting

Every Member present at a Meeting of Council, when a question is put, shall vote thereon unless prohibited by statute. When the Presiding Officer calls for the vote on a question, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Presiding Officer, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.

28.3 Interrupting the Speaker

When a Member is speaking no other Member shall pass between him/her and the Presiding Officer or interrupt him/her except to raise a point of order.

28.4 Restating the Motion

Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

28.5 Introducing Matters and Motions without Written Notice and Leave

The following matters and motions may be introduced orally without written notice:

- i) a point of order or personal privilege;
- ii) to lay the matter or motion on the table;
- iii) to postpone indefinitely or to a certain day; or
- iv) to move the previous question (immediate vote on the main motion).

28.6 Introducing Written Motions without Notice and Leave

The following motions may be introduced without notice and without leave, but such motions shall be in writing and signed:

- i) to refer;
- ii) to adjourn,
- iii) to amend; or
- iv) to suspend the Rules of Procedure.

28.7 Decision by Presiding Officer

In all unprovided cases in the proceedings of Council, the matter shall be decided by the Presiding Officer, subject to an appeal to Council upon a point of order.

29.0 Points of Order and Privilege

29.1 Preserving Order

The Presiding Officer shall preserve order and decide questions of order.

29.2 Participate in Debate

The Presiding Officer may leave his/her chair to participate in the debate. In this instance Members of Council shall appoint a Member to act temporarily as the Presiding Officer in his/her place.

29.3 Final Decision by Council

Council, if appealed to, shall decide the question without debate and its decision shall be final.

30.0 Conduct of Members of Council

30.1 No Member shall

No Member shall speak disrespectfully of the Reigning Sovereign, or of any of the Royal Family, or of the Governor-General, the Lieutenant Governor of any province, or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

30.2 No Member shall:

- i) use offensive words or unparliamentary language in or against Council or any Member;
- ii) speak on any subject other than the subject in debate;
- iii) criticize any decision of Council except for the purpose of moving that the question be reconsidered; or
- iv) disobey the rules of Council or a decision of the Presiding Officer or of Council on questions of order or practice or upon the interpretation of the rules of Council.

30.3 Members shall:

- i) come prepared to every Meeting by having read all the material supplied, including agendas and staff reports to facilitate discussion and the determination of action at the Meeting. Whenever possible, the Members shall make inquiries of staff regarding materials supplied in advance of the Meeting; and
- ii) not have the authority to direct or interfere with the performance of any work by administration. All inquiries shall be directed through the office of the CAO.

30.4 Disobedience Persists

In case a Member persists in any such disobedience after having been called to order by the Presiding Officer, the Presiding Officer may forthwith put the question, no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his/her seat for the duration of the Meeting of Council" but if the Member apologizes he/she may, by vote of Council, be permitted to retake his/her seat.

30.5 Approach Council Area

No person shall approach the Council area during a Meeting of Council without permission of the Presiding Officer, or Council upon reference.

30.6 Disturbance While Putting the Question

When the Presiding Officer is putting a question to vote, no Member shall leave or make a disturbance.

30.7 Code of Conduct

Council shall adhere to the Code of Conduct Policy as established by Council.

30.8 Integrity Commissioner

The appointed Integrity Commissioner will report to Council and is responsible for performing in an independent manner the functions assigned by the Municipality with respect to:

- i) The application of the Code of Conduct for Members of Council (or Alternate) and the Code of Conduct for Member of Local boards or of either of them;
- ii) The application of any procedures, rules and policies of the Municipality and Local boards governing the ethical behavior of a Member of Council (or Alternate) and of Local boards or either of them.

Commented [LH37]: Added pursuant to Bill 68.

30.9 Policies

Council shall adhere to any policies adopted by Council, concerning the conduct of Members of Council.

31.0 Suspension of Rules

31.1 Suspension of Rules

In rare instances, Council may suspend the rules of the Procedure By-law with a two-thirds vote of Council. In no circumstances may Council suspend any statutory procedures from the Act or any applicable legislation.

32.0 Amendment of By-law

32.1 Repeal

No repeal of this By-law shall be considered at any Meeting of Council unless notice of intention of the proposed repeal has been given.

32.2 Amendments

From time to time, amendments to this By-law, or any part thereof, may be considered at any Meeting of Council provided notice is given at a prior Meeting of Council.

33.0 Severability

33.1 Provisions – Severable

The provisions of this By-law are severable. If any provisions, section or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words.

33.2 Conflict

Where the terms of any By-law passed prior to this By-law conflict with this By-law, the terms of this By-law shall prevail.

34.0 Repeal

By-law No. 2015-052 is hereby repealed in its entirety, further, any by-law inconsistent with this by-law is hereby repealed.

35.0 Effective Date

This By-law shall become effective upon the date of enactment.

READ and passed in open Council, signed and sealed this XX day of _____,
2019.

Mayor

Clerk